

DO NOT PRINT ON LETTERHEAD STATIONERY

(Office Symbol)

STANDING OPERATING PROCEDURES

1. PURPOSE. State the purpose of your SOP. What is it intended to accomplish?

a.

b.

2. APPLICABILITY. To whom does the SOP apply? To staff, all personnel, civilian personnel, enlisted personnel, outside visitors?

3. RESPONSIBILITIES. List individual responsibilities and procedures by position function within the activity. Use general terms and list a subparagraph for each function and subfunction; or create a separate annex to address each division, branch, or section.

a. The NCOIC is responsible to ...etc.

b. The Supply Clerk will ...etc.

c. The Secretary will ...etc.

4. GENERAL. Make general comments concerning the functions and goals of your activity. Standardize these procedures and identify/indicate importance of individual compliance with the procedures. Make this a working tool any outsider could come in and follow.

5. REFERENCES. If there are five or less, list them here. If there are more than five, list them in a separate annex.

6. (This and subsequent paragraphs are for use for any additional information/procedures you may want to include.) The signature block should be that of the senior official of the activity.

(Signature block)

Figure B-10 - Standing Operating Procedures